



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, March 20, 2019 6:00 pm

WHERE: NRPC Conference Room

AGENDA

1. Call to Order
2. Business:
 - a. Minutes: February 20, 2019 (***Action Required***)
 - b. Feb/March Dashboard (***Action Required***)
3. Old Business
 - a. NRPC Office Move
 - b. Annual Forum follow-up
4. Transportation Programs
 - a. UPWP Updates
 - b. TYP Update
5. Other Business
6. Adjourn

Next Meeting: April 17, 2019



**DRAFT MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
February 20, 2019**

Present:

Susan Ruch, Chair
Karin Elmer, Vice Chair
Jim Battis, Treasurer
Dave Hennessey
Mary Ann Melizzi-Golja
Bill Boyd
Janet Langdell
Mike Fimbel (arrived 6:05pm)

Absent:

Sarah Marchant

Staff:

Jay Minkarah, Executive Director
Sara Siskavich, Assistant Director
Gregg Lantos, MPO Coordinator

1. Call to Order:

Ruch called the Executive Committee meeting to order at 6:03 pm.

2. Business

a. Public Hearing: Adoption of the Nashua MPO 2019-2022 Transportation Improvement Program and the 2019-2045 Nashua Regional Metropolitan Transportation Plan.

At 6:04, Elmer motioned to open the public hearing, seconded by Hennessey. The motion passed 7-0-0.

Lantos began the hearing with a discussion of the major revisions made to the MTP since the adoption of the draft at the December Full Commission meeting (attached). He then reviewed the added components to the 2019-2022 TIP and project changes from the Draft 2019-2022 TIP including project financials (also attached).

At the request of Langdell, Lantos qualified that these changes have been made in response to the public comments received, represented by submittals by City of Nashua staff as well as those expressed at the December MTP hearing.

Ruch requested clarification on the description language change involving the Hollis St improvements.

At the request of Boyd, Lantos briefly reviewed the Nashua MPO's air conformity requirements. Since the region is in attainment, we don't have to do emission analysis, however we are required to do planning-level conformity determinations, and remain ready to do air emissions if necessary, as our planning assumptions and model up-to-date.

At 6:13 Boyd moved to close the public hearing, seconded by Hennessey. The motion passed 8-0-0.

Boyd moved to approve the Nashua MPO 2019-2022 Transportation Improvement Program and the 2019-2045 Nashua Regional Metropolitan Transportation Plan, seconded by Elmer. Fimbel requested discussion on procedure. Minkarah clarified that the MTP draft was adopted in December, but some changes were necessary. Lantos added the TIP just takes projects from the MTP. With no further discussion, the motion passed 8-0-0.

b. Adoption of MPO Regional Safety Targets for 2019

Lantos then turned to the attached memo and slide regarding the updated safety targets for 2019. Robust discussion ensued regarding the meaning of the 5-year moving average and the appropriateness of “targets” based on the extrapolation of negative trends. The group’s consensus was that safety target-setting is conceptually valid and worthy, but that “forecast” was a more appropriate term than “target” for the present analysis. While not defending it, Lantos reminded the group that the methodology is endorsed by the NHDOT and meets federal requirements. Minkarah added that the Commission has leeway to adopt alternative methodology and still meet the federal mandate.

After further discussion, Boyd moved to adopt the regional safety targets, as presented, seconded by Elmer. The motion passed 8-0-0.

c. Minutes: January 16, 2018

At the request of Fimbel, Siskavich clarified that the last sentence of section 3.C should read “The Executive Committee then considered...”. Elmer moved to approve the minutes of January 16, 2019 as amended, seconded by Battis. The motion passed 7-0-1 with abstention by Boyd.

d. Jan/Dec Dashboard

Minkarah reviewed the balances at TD and Bar Harbor; both institutions will be represented on the Dashboard until the DOT account is transferred over, likely no later than April. It has been a busy period overall in terms of staff activities, including the resurrection of the regional bike-ped group, the well-attended Recycling Roundtable, GIS Brownbag, and a staff field trip to 30 Temple. Web stats are up across the board. Revenue is slightly up reflecting the need to draw down certain grants as a result of staff turnover. Several grant apps are pending including a Healthy Food Finance opportunity in partnership with the Nashua Food Council.

On the P&L and Balance Sheet, the DOT took a slight dip as the January invoice was kicked back for revision, otherwise we would be on target. The bump in Rent/Cam reflects the 30 Temple pre-payment. Expenses are a little low on average. At Boyd’s request Minkarah and Siskavich summarized the EPA Healthy Communities and NHDES Source Water grants, respectively.

Langdell motioned to accept the Dashboard and Financials and to place them on file for audit, seconded by Boyd. The motion passed 8-0-0.

3. Old Business

a. NRPC Office Move

Minkarah relayed that the NRPC physical relocation will take place March 25-26, those the space may likely be ready the 2nd week of March. An office surplus service will be on-site at 9 Executive Park March 8 to take our surplus furniture. Staff have been actively working with AV, phones, website, and IT providers to ensure a smooth transition.

Discussion turned to the March Commission meeting, which will be held at the Merrimack location. There is no scheduled speaker yet, but a discussion on various pending legislation is on the agenda. At the request of Langdell, Minkarah agreed to circulate the NHARPC pending legislation tracking spreadsheet.

b. Annual Forum:

The group discussed various logistics of the Annual Forum planned for Feb 21. A record turnout is expected.

4. Transportation Programs

a. UPWP: NRPC has submitted the UPWP draft to NHDOT. NRPC is also contemplating the fact that contracts greater than a \$10K threshold now require G&C approval.

b. TYP: The NRPC's emphasis is on dialogue on the current projects. and going forward we would like to revisit the ranking strategy. Statewide uniformity across RPCs is in the collective best-interest, so any changes would be made by RPC consensus.

5. Other Business

a. New Staff

John Goeman has joined the staff as a Regional Planner III to fill the spot left vacant by Stephen Meno. On 2/26, Sabrina Pedersen will be joining NRPC as our new part-time Community Relations Coordinator. Both represent great additions to the NRPC staff.

b. Commissioner Updates

Fimbel gave kudos to the NRPC Live Maps GIS website. He then mentioned the upcoming 10-minute segment on Chronical featuring Rt 13 between Milford and Mont Vernon, including a visit to the Mont Vernon General Store.

Melizzi-Golja mentioned recent news about Flatley's potential involvement in new ramps onto Rt 3 to relieve congestion on Spitbrook Rd., Nashua; she expects clarifying information will be forthcoming.

At Langdell's request, Minkarah reviewed some of the recent achievements around regional economic development planning. While there have been several significant "wins," including several grants and regional roundtables and training opportunities, notable "to-do" items include the articulation of a regional economic vision, as well as a thorough exploration of the feasibility of the NRPC leading the formation of a CEDs. At Hennessey's request, NRPC will compile a review of recent work in this area, to further this conversation.

6. Adjourn

The meeting adjourned at 7:51 pm with a unanimous vote as moved by Boyd and seconded by Langdell.

The next regular Executive Committee meeting will be Wednesday, March 20, 2019 at 6 pm.

MTP Revisions

- Project costs revised from data provided in new STIP
- Environmental Mitigation Activities section added for major projects
- Air Quality Conformity Determination added – planning level analysis
- Fiscal Constraint was revised, no longer combines O&M in same spreadsheet
- O&M Needs separated from FC & shows all funding sources
- Additional positive EJ project impacts identified
- Nashua MPO vote to support Nashua Rail extension noted in MTP
- A few minor revisions to project info, e.g. E. Hollis/Bridge reconfiguration plan

TRANSPORTATION IMPROVEMENT PROGRAM

Added Components for 2019-2022 TIP

- Air Quality Conformity Determination – Planning Level determination vs. emissions analysis
- Performance Measures targets included, checklist of projects with positive impacts.

Project Changes from Draft 2019-2022 TIP

- Minor revisions to NTS project costs & expanded project descriptions (Attachment 2) – issue of 96-character limit in STIP project description. Can TIP be more descriptive?
- Project 40660 E. Hollis St. Improvements – remove “proposed roundabout” in description. Revise to “... Main St. east to C St.” or, alternatively, “... Main St. east to limits of project 16314”

ATTACHMENT 2 – TIP TRANSIT PROJECTS MODIFICATIONS

NASHUA - PROGRAM (NTS5307)

Project ID: NTS5307
Managed By: Muni/Local
Region Sig: No
CAA Status: E-21

Facility: Nashua Transit System
Scope: NTS FTA 5307 formula funds for capital planning, capital preventative maintenance, capital investments (including fleet replacement/rehabilitation/purchases), ADA operations and operating assistance

Phase	FY	Federal	State	Other	Total	Funding Sources
Other	2019	\$1,481,841	\$0	\$1,029,754	\$2,511,595	FTA 5307, City
Other	2020	\$1,401,637	\$0	\$974,019	\$2,375,656	FTA 5307, City
Other	2021	\$1,429,669	\$0	\$993,499	\$2,423,168	FTA 5307, City
Other	2022	\$1,458,263	\$0	\$1,013,369	\$2,471,632	FTA 5307, City
TIP Total:		\$5,771,410	\$0	\$4,010,641	\$9,782,051	
Overall Cost:						\$35,032,909

NASHUA - PROGRAM (NTS5310)

Project ID: NTS5310
Managed By: Muni/Local
Region Sig: No
CAA Status: E-30

Facility: Nashua Transit System
Scope: NTS FTA 5310 Formula Funds for fleet replacement/rehabilitation/purchases, passenger enhancements, mobility management, travel training and funding projects that exceed the requirements of the ADA and improve accessibility

Phase	FY	Federal	State	Other	Total	Funding Sources
Other	2019	\$72,372	\$6,386	\$6,386	\$85,144	FTA 5310, NH Hwy Fund, City
Other	2020	\$73,820	\$6,513	\$6,513	\$86,846	FTA 5310, NH Hwy Fund, City
Other	2021	\$75,296	\$6,644	\$6,644	\$88,583	FTA 5310, NH Hwy Fund, City
Other	2022	\$76,802	\$6,777	\$6,777	\$90,355	FTA 5310, NH Hwy Fund, City
TIP Total:		\$298,289	\$26,320	\$26,320	\$350,929	
Overall Cost:						\$1,177,491

NASHUA - PROGRAM (NTS5339)

Project ID: NTS5339
Managed By: Muni/Local
Region Sig: No
CAA Status: E-31

Facility: Nashua Transit System
Scope: NTS FTA 5339 Formula Funds for Capital Projects, including fleet replacement/rehabilitation/purchases, passenger amenities and construction/rehabilitation of bus-related facilities

Phase	FY	Federal	State	Other	Total	Funding Sources
Other	2019	\$208,227	\$18,373	\$18,373	\$244,973	FTA 5339, NH Hwy Fund, City
Other	2020	\$158,512	\$13,986	\$13,986	\$186,485	FTA 5339, NH Hwy Fund, City
Other	2021	\$161,682	\$14,266	\$14,266	\$190,214	FTA 5339, NH Hwy Fund, City
Other	2022	\$164,916	\$14,551	\$14,551	\$194,019	FTA 5339, NH Hwy Fund, City
TIP Total:		\$693,337	\$61,177	\$61,177	\$815,691	
Overall Cost:						\$2,891,609

NASHUA - PROGRAM (NTS5339B)

Project ID: NTS5339B
Managed By: Muni/Local
Region Sig: No
CAA Status: E-28

Facility: Nashua Transit System
Scope: NTS FTA 5339(b) Discretionary/Competitive Funds for Capital Projects, including fleet replacement/rehabilitation/purchases and construction/rehabilitation of bus-related facilities

Phase	FY	Federal	State	Other	Total	Funding Sources
PE	2019	\$63,200	\$7,900	\$7,900	\$79,000	FTA 5339, NH Hwy Fund, City
CON	2020	\$511,200	\$63,900	\$63,900	\$639,000	FTA 5339, NH Hwy Fund, City
Other	2020	\$505,600	\$44,612	\$44,612	\$594,824	FTA 5339, NH Hwy Fund, City
TIP Total:		\$1,080,000	\$116,412	\$116,412	\$1,312,824	
Overall Cost:						\$1,312,824

NASHUA - PROGRAM (NTS5339C)

Project ID: NTS5339C
Managed By: Muni/Local
Region Sig: No
CAA Status: E-30

Facility: Nashua Transit System
Scope: NTS FTA 5339(c) Discretionary/Competitive funds for the purchase of low- or no-emission buses and construction/rehab of bus-related facilities to accommodate low- or no-emission buses

Phase	FY	Federal	State	Other	Total	Funding Sources
Other	2019	\$1,105,000	\$97,500	\$97,500	\$1,300,000	FTA 5339, NH Hwy Fund, City
TIP Total:		\$1,105,000	\$97,500	\$97,500	\$1,300,000	
Overall Cost:						\$1,300,000

2019 Safety Targets

- Update of initial statewide Safety Performance Measures adopted in Dec. 2017 with regional targets.

<u>Recommended 2019 Targets</u>		<u>Statewide 5-yr. average (comparison only)</u>
Fatality Total	12.6	116.4
Fatality Rate	0.771	0.899
Serious Injury Total	60.0	457.2
Serious Injury Rate	3.60	3.46
Non-motorized fatalities/serious injuries	8.6	58.8

Note: Rates are calculated per 100 million VMT

Nashua Regional Planning Commission Metropolitan Planning Organization 2019 Safety Performance Targets

Background

On March 15th, 2016 the Federal Highway Administration (FHWA) published the final rule on the Highway Safety Improvement Program (HSIP). The rule required State Departments of Transportation to set targets for Safety Performance by August 31st, 2017 for calendar year 2018, and Metropolitan Planning Organizations (MPOs) to set regional targets 180 days after that. The NRPC, in its role as MPO for the Nashua Area, initially adopted statewide targets on December 20, 2017. The Safety Targets are re-set each year and must be approved by the MPO by February 27 for submission to NHDOT. For 2019 and going forward, NRPC will adopt regional targets developed from crash data obtained for the MPO area.

The targets deal with five safety measures:

1. **Number of Fatalities:** The total number of persons suffering fatal injuries in a motor vehicle crash during a calendar year.
2. **Rate of Fatalities:** The ratio of total number of fatalities to the number of vehicle miles traveled (VMT, in 100 Million VMT) in a calendar year.
3. **Number of Serious Injuries:** The total number of persons suffering at least one serious injury in a motor vehicle crash during a calendar year.
4. **Rate of Serious Injuries:** The ratio of total number of serious injuries to the number of VMT (in 100 Million VMT) in a calendar year.
5. **Number of Non-Motorized Fatalities and Non-motorized Serious Injuries:** The combined total number of non-motorized fatalities and non-motorized serious injuries involving a motor vehicle during a calendar year.

Data for the establishment of these measures is provided from three sources:

- **Fatality Analysis Reporting System (FARS):** FARS Annual Report File or Final data is utilized to provide information on fatal crashes in the state.
- **State Motor Vehicle Crash Database:** Data collected and maintained by the NH Department of Safety is utilized to determine the number of serious injury crashes in the state (currently those classified as “A” on the KABCO scale). Crashes can be aggregated at the state, region, community, or highway level.
- **Highway Performance Monitoring System (HPMS):** State Vehicle Miles of Travel (VMT) data is collected by the Department of Transportation and aggregated into a dataset for the state. VMT data can be calculated for MPO regions and individual communities.

Target Development

States establish Highway Safety Improvement Program (HSIP) targets and report them for the upcoming calendar year in the HSIP annual report that is submitted to FHWA by August 31st each year. Targets are applicable to all public roads, regardless of functional classification or ownership. The targets established for number and rate of fatalities, and number of serious injuries must be identical to those established for the National Highway Transportation Safety Agency (NHTSA) Highway Safety Grant program in the annual Highway Safety Plan. The state has the option to also establish any number of urbanized area targets and a non-urbanized area target for the purposes of evaluating and reporting measures however those sub-state targets are not included in the significant progress determination that will be made by FHWA.

In New Hampshire, the process used to develop the required safety measures included in the annual Highway Safety Plan formed the basis for the establishment of the five FHWA mandated targets by NHDOT and the MPOs. This involved coordination and consultation between the New Hampshire Departments of Transportation and Safety, as well the four MPOs in the state. Currently available fatality, serious injury, and volume data were analyzed to establish 2007-2017 conditions in terms of total fatalities, fatality rates, total serious injuries, serious injury rates, as well as total non-motorized fatalities and serious injuries. Five-year rolling averages were developed from these values and utilized to compute projected values for 2019.

In 2019 and future years, the MPO is establishing Safety Targets in all five mandated areas. Previously, the MPO supported the statewide targets. The presentation of data that supports the regional targets does include statewide crash totals and rates for comparison purposes.

NRPC Target Summary

The table below presents the MPO Safety Targets for 2019. A best fit of data is calculated in Excel for the 2011-2017 period for each safety measure and a trendline projection from 2017 to 2019 is also calculated. Additional tables on the following pages provide the data that were used to develop the targets, along with the trendlines that produce future projections.

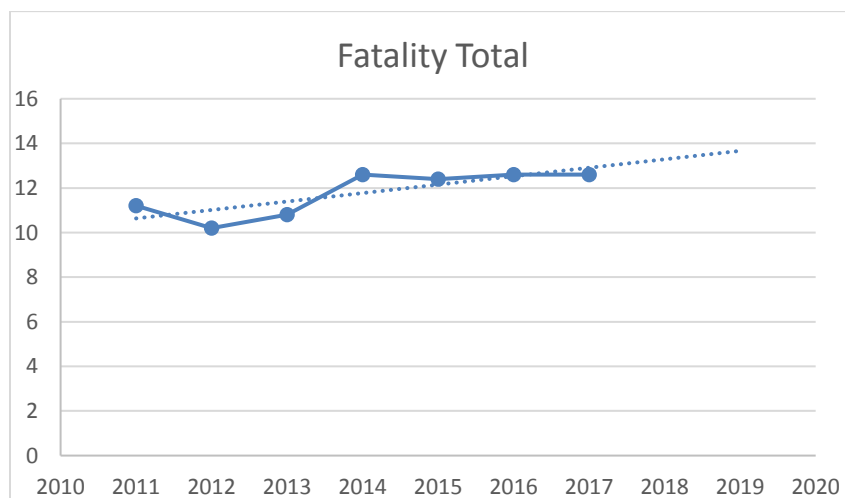
	<u>5-Year Moving Averages Used for Establishing Trends</u>							2019
	2011	2012	2013	2014	2015	2016	2017	Target
Fatality Total	11.2	10.2	10.8	12.6	12.4	12.6	12.6	13.8
Fatality Rate	0.689	0.635	0.674	0.786	0.774	0.779	0.771	0.850
Serious Injury Total	72.2	72.8	69.8	66.0	65.0	66.2	63.6	60.0
Serious Injury Rate	4.76	4.44	3.81	3.36	3.94	4.85	3.42	3.60
Non-Motorized Fatal + Serious Injuries	6.2	5.4	6.8	7.2	8.2	7.8	8.6	9.5

NRPC Target Detail and Statewide Comparison

Number of Fatalities

The Federal Fatal Analysis Reporting System (FARS) provides the data necessary for identifying the total number of traffic crash fatalities in New Hampshire and for the MPO region. Five-year rolling averages are computed to provide a better understanding of the overall data over time without discarding years with significant increases or decreases, as well as to provide a mechanism for regression to the mean for a random variable such as fatalities.

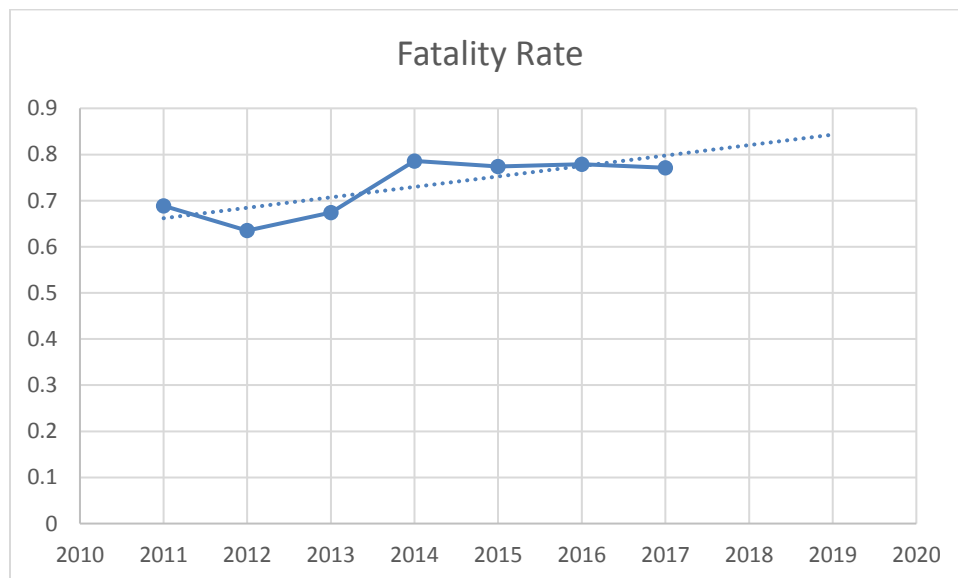
Year	State of NH		NRPC Region	
	Fatalities	5-year Average	Fatalities	5-year Average
2007	129	N/A	17	N/A
2008	138	N/A	13	N/A
2009	110	N/A	4	N/A
2010	128	N/A	13	N/A
2011	90	119.0	9	11.2
2012	108	114.8	12	10.2
2013	135	114.2	16	10.8
2014	95	111.2	13	12.6
2015	114	108.4	12	12.4
2016	136	117.6	10	12.6
2017	102	116.4	12	12.6



Rate of Fatalities

The Federal Fatal Analysis Reporting System (FARS) maintained by the National Highway Traffic Safety Administration (NHTSA) provides the data necessary for identifying the total number of traffic crash fatalities in New Hampshire and the MPO region specifically. This information is combined with data from the Highway Performance Monitoring System (HPMS) which provides annual Vehicle Miles of Travel (VMT) at the State and community level. Combining the total number of fatalities in a particular year with the aggregated volume of travel in the state during that same year provides a fatality rate per 100 Million VMT. This data is further aggregated into 5-year averages to reduce the impacts of the high variability in the number of fatalities from year to year and to provide some indicators of longer-term trends.

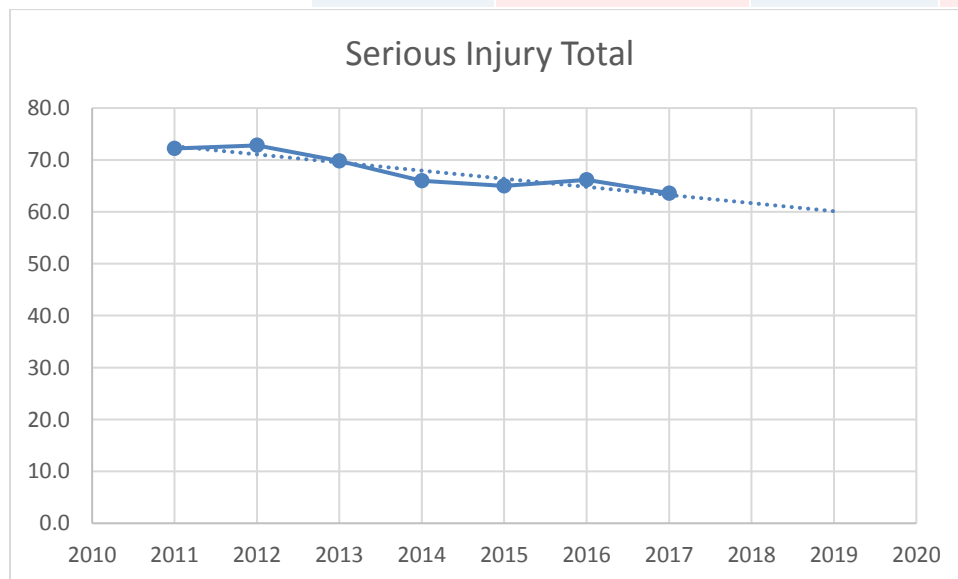
Year	State of NH		NRPC Region	
	Rate of Fatalities	5-year Average	Rate of Fatalities	5-year Average
2007	0.958	N/A	1.019	N/A
2008	1.058	N/A	0.804	N/A
2009	0.848	N/A	0.249	N/A
2010	0.980	N/A	0.802	N/A
2011	0.708	0.910	0.571	0.689
2012	0.838	0.886	0.751	0.635
2013	1.046	0.884	1.000	0.674
2014	0.732	0.861	0.808	0.786
2015	0.871	0.839	0.739	0.774
2016	1.009	0.899	0.598	0.779



Number of Serious Injuries

Serious injuries are defined currently as those that are designated as “A” or “4 Incapacitating” on the crash report form used by the New Hampshire Department of Safety (State of New Hampshire Uniform Police Traffic Crash Report, 2007). This includes injuries that involve severe lacerations, broke or distorted limbs, skull fracture, crushed chest, internal injuries, unconscious when taken from the accident scene, or unable to leave the accident scene without assistance. The State Crash Records database maintained by the New Hampshire Department of Safety provides the data necessary for identifying the total number of serious injuries from traffic crashes in New Hampshire and the MPO region specifically. Data can be analyzed at the state, regional, municipal, or corridor level.

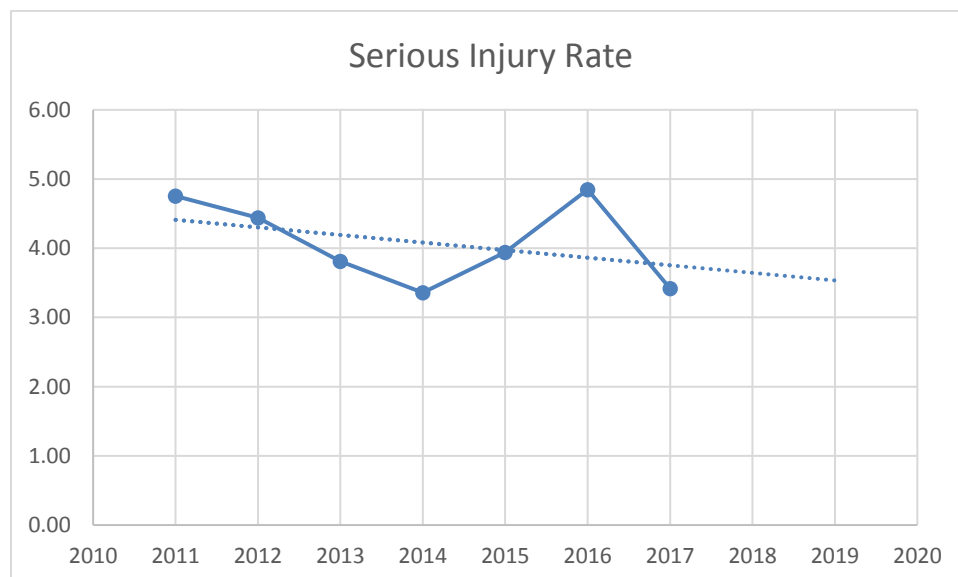
Year	State of NH		NRPC Region	
	Serious Injuries	5-year Average	Serious Injuries	5-year Average
2007	N/A	N/A	68	N/A
2008	N/A	N/A	76	N/A
2009	667	N/A	73	N/A
2010	528	N/A	69	N/A
2011	462	N/A	75	72.2
2012	623	N/A	71	72.8
2013	489	553.8	61	69.8
2014	451	510.6	54	66.0
2015	459	496.8	64	65.0
2016	477	499.8	81	66.2
2017	410	457.2	58	63.6



Rate of Serious Injuries

The Rate of Serious Injuries is calculated by applying an estimate of annual travel in the state to the serious injury totals for the same year. The State Crash Records database maintained by the New Hampshire Department of Safety provides the data necessary for identifying the total number of serious injuries from traffic crashes in New Hampshire and the MPO region specifically. This information is combined with data from the Highway Performance Monitoring System (HPMS) which provides annual Vehicle Miles of Travel (VMT) at the State and community level to produce a rate of serious injuries per 100 Million VMT. This value is further aggregated into five-year averages to identify longer-term trends and reduce the impacts of the variability of the data.

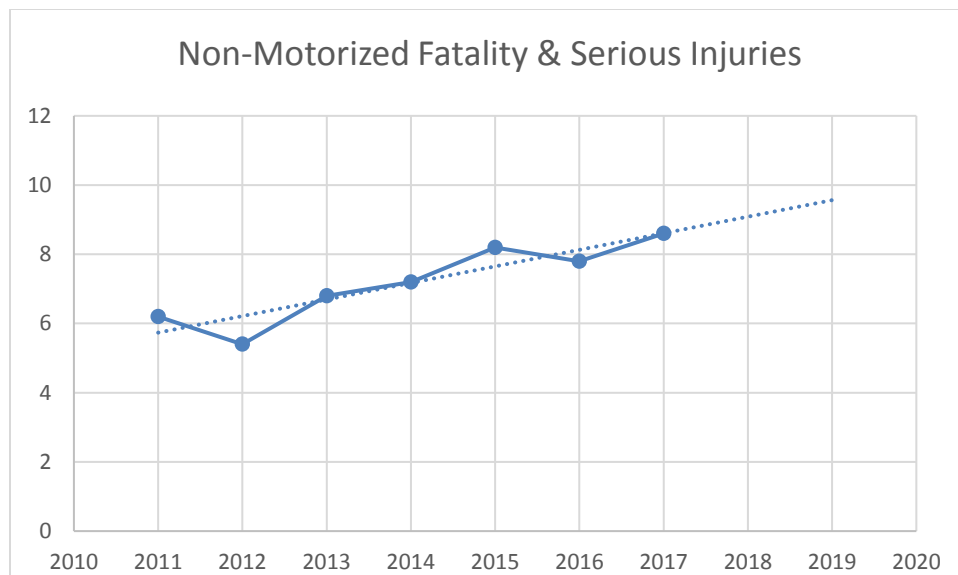
Year	State of NH		NRPC Region	
	Rate of Serious Injuries	5-year Average	Rate of Serious Injuries	5-year Average
2007	N/A	N/A	4.075	N/A
2008	N/A	N/A	4.700	N/A
2009	5.141	N/A	4.537	N/A
2010	4.041	N/A	4.259	N/A
2011	3.632	N/A	4.755	4.465
2012	4.832	N/A	4.441	4.538
2013	3.790	4.287	3.813	4.361
2014	3.477	3.954	3.358	4.125
2015	3.505	3.847	3.942	4.062
2016	3.540	3.829	4.847	4.080
2017	2.997	3.462	3.419	3.876



Number of Non-Motorized Fatalities and Serious Injuries

This performance measure utilizes data from both NHTSA's FARS database and the State Crash Records Database which is maintained by the New Hampshire Department of Safety. Each dataset is queried for non-motorized vehicle crashes and the results are tabulated below. This data can be analyzed at the state, regional, municipal, or corridor level.

Year	State of NH		NRPC Region	
	Non-Motorized Fatalities & Serious Injuries	5-year Average	Non-Motorized Fatalities & Serious Injuries	5-year Average
2007	65	N/A	12	N/A
2008	51	N/A	2	N/A
2009	46	N/A	4	N/A
2010	41	N/A	5	N/A
2011	53	51.2	8	6.2
2012	60	50.2	8	5.4
2013	60	52.0	9	6.8
2014	53	53.8	6	7.2
2015	66	58.4	10	8.2
2016	59	59.6	6	7.8
2017	56	58.8	12	8.6



NRPC FY 2019 DASHBOARD

Feb-19		Key Statistics	
TD Checking		Staff Presentations - Activities Feb/March	
Beginning Balance	\$280,836.90	Congressman Chris Pappas Roundtable - Jay & Gregg	
		NRPC Annual Forum - all staff	
Deposits	\$136,373.64	Commute Smart Full Committee Meeting - Derek	
Credits	\$133.07	SV Chamber Granite Bridge info session @Hitchiner - Sara	
Payments	\$129,165.79	NRPC Staff Meeting - All Staff	
Ending Balance	\$288,177.82	N. Billerica Train Station Survey - Derek	
Thursday, February 28, 2019		Lowell Train Station Survey - Derek	
Bar Harbor Checking		NTS Staff Meetings - Ryan, Mason (5)	
Beginning Balance	\$30,613.87	Partnering for Performance NH – Gregg	
		Nashua Region bike-Ped Advisory Group - Matt, Jay, Mason, Cassie	
Deposits		Pelham Workforce Housing Charette - John, Cassie	
Payments		SCC Meeting - Mason	
Ending Balance	\$82,268.47	Sourcewater Protection workshop @ DES - Cassie	
		Aquatic Resource Mitigation (ARM) Fund Workshop - Andrew	
		Nashua-Manchester Stormwater Coalition Meeting - Andrew	
		TTAC - Gregg, Matt, Jay, Cassie, Mason, John	
Accounts Payable	\$3,241.34	RPC Directors Meeting - Jay	
Accounts Receivable	\$107,814.66	Nashua Rail Committee Meeting - Jay	
		Commute Smart Sub-Committee Meeting - Derek	
		TYP Project Meeting with William Rose - Jay, Gregg	
		NRSWMD Meeting - Jay, Mason, Kate	
Oversight Activities		Website Stats (with one-month trend)	
Line of credit (\$75,000) activated?	No	nashuarpc.org -- Sessions	1802 (-105)
BHB CDs	\$264,452.86	nashuarpc.org -- Users	1244 (-66)
Audit Status	Complete	Live Maps -- Total Visits	2748 (-301)
		Live Maps -- Unique Visitors	1247 (-150)
		Constant Contact – Number of Subscribers	469
		Constant Contact – Avg Newsletter Open Rate	n/a
		Twitter Followers	479 (+5)
		Facebook Likes	349 (+7)
Budget Narrative			
TD/BH BankBalance/Cash on hand:	We continue to have a healthy balance that supports about five months of operating expenses.		
Payables and Receivables:	Remains current to be paid/received within 30 to 60 days.		
FY19 Working Budget:			
Funding Sources		Expenses	
Local Dues	\$163,000	Audit	\$12,500
Federal Contracts	\$4,700	Dues & Subscriptions	\$12,000
Grants	\$211,199	Employee Benefits	\$169,694
Local Planning Contracts	\$88,125	GIS	\$18,860
Other Income	\$3,600	Insurance	\$14,300
State Contracts	\$1,139,859	IT	\$3,500
		Legal	\$4,000
		Marketing, Outreach, Annual Forum	\$5,500
		Office Exp	\$15,099
		Other Exp	\$78,718
		Professional Services	\$268,435
		Rent & CAM	\$77,500
		Salaries	\$734,598
		Staff Development	\$10,000
		Travel & Meeting Exp	\$12,700
		Utilities	\$10,000
Working Budget	\$1,610,482	Total Expenses	\$1,447,404
Pending Grant Applications	\$445,881	Delta	\$163,078

Nashua Regional Planning Commission - FY 2019

Balance Sheet

As of February 28, 2019

	<u>Feb 28, 19</u>
ASSETS	
Checking/Savings	
1 NOW Account xx5715	286,005.78
Bar Harbor Bank & Trust xx1485	82,268.47
BHBT - 13 Mo CD xx3688	63,695.53
BHBT - 19 Mo CD xx3662	200,757.33
Petty Cash	<u>168.02</u>
Total Checking/Savings	632,895.13
Accounts Receivable	
Accounts Receivable	<u>107,814.66</u>
Total Accounts Receivable	107,814.66
Other Current Assets	
FP Mailing Postage Account	<u>161.65</u>
Total Other Current Assets	<u>161.65</u>
Total Current Assets	740,871.44
Fixed Assets	
Accum Depr	-30,148.75
Vehicle	21,828.00
Fixed Assets - Other	19,421.94
Total Fixed Assets	11,101.19
Other Assets	
Prepaid Expense	<u>7,067.72</u>
Total Other Assets	<u>7,067.72</u>
TOTAL ASSETS	<u><u>759,040.35</u></u>

Nashua Regional Planning Commission - FY 2019

Balance Sheet

As of February 28, 2019

Feb 28, 19

LIABILITIES & EQUITY

Current Liabilities

Accounts Payable 3,241.34

Total Accounts Payable 3,241.34

Credit Cards

Bank of America -CC 2,467.30

Total Credit Cards 2,467.30

Other Current Liabilities

Accrued Payroll 27,913.30

Accrued Vaca Payable **offset 30,038.94

Direct Deposit Liabilities -20,048.68

E FSA Total (wash)

E FSA - Dependent Care 0.12

Total E FSA Total (wash) 0.12

E United Way Withheld 20.00

Local Dues 54,333.36

P/R Liabilities - Other

C HSA Contributions 4,375.00

E Dental Insurance Withheld 148.84

E Health Insurance Withheld 395.20

E HSA Contributions -4,375.00

E STD Insurance Withheld 29.55

Total P/R Liabilities - Other 573.59

Retainers

Retainer- Hollis RSMS (402A) 29.26

Retainer-2241 Litchfield MS4/RS 3,280.00

Retainer-2245 Litchfield CIP 442.55

Retainer-2560 Pelham Trail 5,795.00

Retainer-2640 Wilton MP 3 1,036.11

Retainer-6300 HHW 39,505.31

Retainer-MS4 Coop. Agreement 20,000.00

Total Retainers 70,088.23

Total Other Current Liabilities 162,918.86

Total Liabilities 168,627.50

Equity

Retained Earnings 649,175.84

Vacation Bene Payable ** offset 30,038.94

Net Income -88,801.93

Total Equity 590,412.85

TOTAL LIABILITIES & EQUITY 759,040.35

Nashua Regional Planning Commission - FY 2019
Profit & Loss Budget vs. Actual
July 2018 through February 2019

	TOTAL				
	Feb 19	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
RESOURCES					
2000 Local Dues					
Local Dues Match	(103.72)	(50,597.55)			
2000 Local Dues - Other	13,583.33	108,666.64	163,000.00	(54,333.36)	66.67%
Total 2000 Local Dues	13,479.61	58,069.09	163,000.00	(104,930.91)	35.63%
Federal Contracts					
9005 DES Source Water	0.00	2,999.00	21,496.00	(18,497.00)	13.95%
9025 EPA Healthy Communities	0.00	0.00	13,733.50	(13,733.50)	0.0%
9080 Hazard Mit-Brook/Mason/Pel	0.00	1,200.00	1,200.00	0.00	100.0%
9082 Hazard Mit-Hol/Hud/Lit	0.00	3,500.00	9,500.00	(6,000.00)	36.84%
Total Federal Contracts	0.00	7,699.00	45,929.50	(38,230.50)	16.76%
Grants					
6300 NRSWMD	0.00	79,294.69	137,800.00	(58,505.31)	57.54%
7516 NH Housing-GIS Support	0.00	1,213.74	4,648.00	(3,434.26)	26.11%
7530 Southwest-NED	0.00	626.49	1,400.00	(773.51)	44.75%
Total Grants	0.00	81,134.92	143,848.00	(62,713.08)	56.4%
Interest Income	1,078.20	2,400.47	1,800.00	600.47	133.36%
Local Planning Contracts					
2111 Amherst Economic Develop.	0.00	0.00	501.00	(501.00)	0.0%
2139 Hudson CR	0.00	11,587.67	8,400.00	3,187.67	137.95%
2145 Hudson Haz. Response Plan	0.00	1,000.00	1,000.00	0.00	100.0%
2150 Mason CR	0.00	3,047.67	5,000.00	(1,952.33)	60.95%
2175 Hollis MP	0.00	1,755.79	2,905.00	(1,149.21)	60.44%
2241 Litchfield MS4 Fieldwork	(3,280.00)	3,280.00	6,560.00	(3,280.00)	50.0%
2245 Litchfield CIP	0.00	0.00	443.00	(443.00)	0.0%
2250 Litchfield CR	0.00	6,767.71	20,000.00	(13,232.29)	33.84%
2361 MVD	0.00	1,516.69	3,000.00	(1,483.31)	50.56%
2401 Milford Sign Ord.	0.00	1,964.10	2,000.00	(35.90)	98.21%
2551 Pelham GIS Tax Map Update	0.00	1,500.00	1,500.00	0.00	100.0%
2554 Pelham Master Plan	0.00	0.00	2,300.00	(2,300.00)	0.0%
2556 Pelham CIP	0.00	1,000.00	2,000.00	(1,000.00)	50.0%
2560 Pelham Trail Mapping	0.00	0.00	3,966.00	(3,966.00)	0.0%
2565 Pelham MS4 Field Support	0.00	2,625.00	5,500.00	(2,875.00)	47.73%
2604 Wilton Downtown Ordinance	0.00	1,992.44	2,181.00	(188.56)	91.35%
2610 Wilton CR	0.00	11,852.14	18,000.00	(6,147.86)	65.85%
2640 Wilton MP 3	0.00	1,347.65	2,384.00	(1,036.35)	56.53%
Total Local Planning Contracts	(3,280.00)	51,236.86	87,640.00	(36,403.14)	58.46%
Other Income					
8000 Pubs/Map Sales	20.30	2,648.80	1,800.00	848.80	147.16%
Total Other Income	20.30	2,648.80	1,800.00	848.80	147.16%
State Contracts					
1000 OEP TBG	0.00	1,677.61	11,111.00	(9,433.39)	15.1%
3000 DOT Highway Planning					
100 MPO ADMIN & TRAINING	0.00	45,082.40	79,542.00	(34,459.60)	56.68%
200 POLICY & PLANNING	0.00	115,152.28	162,904.00	(47,751.72)	70.69%
300 PUBLIC INVOLV & COORD	0.00	31,646.45	57,307.00	(25,660.55)	55.22%
400 PLAN SUPPORT	0.00	177,927.59	253,407.00	(75,479.41)	70.21%
500 TECHNICAL ASSIST & SUPPORT	0.00	135,984.11	227,013.00	(91,028.89)	59.9%
Total 3000 DOT Highway Planning	0.00	505,792.83	780,173.00	(274,380.17)	64.83%
3100 Transit Expansion	0.00	4,426.36	32,000.00	(27,573.64)	13.83%
3500 DOT 5310 SVTC	0.00	81,172.00	178,174.00	(97,002.00)	45.56%
3505 DOT/5310 Formula	0.00	9,898.00	20,000.00	(10,102.00)	49.49%

Nashua Regional Planning Commission - FY 2019
Profit & Loss Budget vs. Actual
July 2018 through February 2019

TOTAL					
	Feb 19	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
4430 CTAP Phase III TDM - CNHRP	664.90	664.90	9,400.00	(8,735.10)	7.07%
Total State Contracts	664.90	603,631.70	1,030,858.00	(427,226.30)	58.56%
Total RESOURCES	11,963.01	806,820.84	1,474,875.50	(668,054.66)	54.7%
Expense					
Depreciation	572.20	4,577.58			
EXPENSES					
Annual Forum	171.98	984.82	4,500.00	(3,515.18)	21.89%
Audit*	900.00	14,400.00	12,500.00	1,900.00	115.2%
Bank Service Charges	(10.00)	0.21	250.00	(249.79)	0.08%
Capital Equipment*	0.00	0.00	4,000.00	(4,000.00)	0.0%
Dues & Subscriptions	669.84	10,359.63	12,000.00	(1,640.37)	86.33%
Employee Benefits					
C Dental Insurance	519.74	4,925.50	11,092.00	(6,166.50)	44.41%
C Health Ins.	0.00	40,485.23	75,610.00	(35,124.77)	53.55%
C HSA Contribution	0.00	4,500.00	5,500.00	(1,000.00)	81.82%
C LTD Insurance	98.96	872.68	2,500.00	(1,627.32)	34.91%
C Retirement 401	1,319.01	11,643.04	23,756.00	(12,112.96)	49.01%
C Retirement 457	0.00	898.93			
C STD Insurance	178.01	1,803.40	6,600.00	(4,796.60)	27.32%
P/R Taxes (Indirect)	3,735.96	35,608.28	55,978.00	(20,369.72)	63.61%
Total Employee Benefits	5,851.68	100,737.06	181,036.00	(80,298.94)	55.65%
Equipment Maintenance	0.00	207.50	1,750.00	(1,542.50)	11.86%
GIS*	13,097.25	23,130.56	18,860.00	4,270.56	122.64%
Insurance*	1,295.66	8,229.32	14,300.00	(6,070.68)	57.55%
Internet Access/Telephone	396.37	3,153.37	5,000.00	(1,846.63)	63.07%
IT Service	4,052.40	6,926.10	3,500.00	3,426.10	197.89%
Janitorial	295.00	2,485.00	4,000.00	(1,515.00)	62.13%
Legal Notices	371.25	776.85	1,000.00	(223.15)	77.69%
Legal*	0.00	2,016.00	4,000.00	(1,984.00)	50.4%
Marketing and Outreach	0.00	121.00	1,000.00	(879.00)	12.1%
Misc	461.20	2,050.03	3,500.00	(1,449.97)	58.57%
Office Expenses	1,095.03	7,000.16	15,099.00	(8,098.84)	46.36%
Postage	40.80	609.95	2,000.00	(1,390.05)	30.5%
Printing	678.00	4,361.17	6,500.00	(2,138.83)	67.1%
Professional Services	8.25	142,403.15	268,435.00	(126,031.85)	53.05%
Rent & CAM	0.00	58,946.76	77,500.00	(18,553.24)	76.06%
Reserve Fund	0.00	0.00	44,564.00	(44,564.00)	0.0%
Total Salaries	54,761.56	477,294.98	731,732.00	(254,437.02)	65.23%
Small Equipment	0.00	8,404.85	6,154.00	2,250.85	136.58%
Staff Development	35.00	1,874.24	10,000.00	(8,125.76)	18.74%
Travel					
Meeting Expenses (Lunch etc.)	125.10	1,639.12	2,700.00	(1,060.88)	60.71%
Mileage & Travel	1,060.88	7,469.04	8,700.00	(1,230.96)	85.85%
Vehicle Exp (Gas,Rep,Ins,ect.)	0.00	424.13	1,300.00	(875.87)	32.63%
Total Travel	1,185.98	9,532.29	12,700.00	(3,167.71)	75.06%
Utilities	529.19	5,040.19	10,000.00	(4,959.81)	50.4%
Total EXPENSES	85,886.44	891,045.19	1,455,880.00	(564,834.81)	61.2%
Total Expense	86,458.64	895,622.77	1,455,880.00	(560,257.23)	61.52%
Net Income	(74,495.63)	(88,801.93)	18,995.50	(107,797.43)	(467.49%)